

MONEY TRANSMITTER LICENSE RENEWAL INSTRUCTIONS

IMPORTANT: To renew your current license you must complete the following items on or before **December 31, 2021**.

1. Submit **License Renewal Applications via NMLS**. To initiate the License Renewal process, licensees should access the NMLS Resource Center at <http://mortgage.nationwidelicensingsystem.org> and “click” the green **ANNUAL RENEWAL** button.
2. Update **Uniform Authorized Agent Report (UAAR) via NMLS**.
3. Submit **Audited Financial Statements via NMLS**. Audited unconsolidated annual Financial Statement including balance sheet, statement of income or loss, statement of changes in shareholder's equity, and statement of changes in financial position, except that a Licensee may provide the most recent audited consolidated annual Financial Statement of the parent corporation if the statement separately includes the balance sheet, statement of income or loss, statement of changes in shareholder's equity, and statement of changes of financial position of the Licensee.

A Licensee who does not transmit money in this state through more than an aggregate of four (4) locations may provide a financial statement certified by the owner or manager of the Licensee.

Upload the Financial Statements in NMLS. Financial Statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the [Financial Statement Quick Guide](#) for instructions.

4. Pay **Renewal Fee via NMLS**. Once the Uniform Authorized Agent Report has been updated in NMLS, the Department will create an invoice through NMLS for the renewal fee. Pursuant to Tennessee Code Annotated § 45-7-211(a) and Department Rule 0180-27-.02, the license fee will be calculated as follows:
 - a. A Licensee who transacts business from not more than an aggregate of four (4) locations, branch offices or agents in Tennessee – fifty dollars (\$50) for each office; and
 - b. A Licensee who transacts business from five (5) or more locations, branch offices or agents in Tennessee – five hundred dollars (\$500) plus twelve dollars (\$12) for each in excess of five (5).

You may contact Mandy Jones Heady at Mandy.Jones@tn.gov or 615-253-6198 with any questions.